

# DEPARTMENT OF CONSUMER AFFAIRS PERSONNEL SELECTION CONSULTANT I

## DEPARTMENTAL OPEN EXAMINATION CONTINUOUS TESTING SPOT FOR SACRAMENTO COUNTY

[www.dca.ca.gov](http://www.dca.ca.gov)



The State of California and DCA is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

|   |   |
|---|---|
| <b>WHO MAY APPLY</b>                                  | Applicants who meet the minimum qualifications stated in this announcement and who have not taken the examination in the last 12 months may take this examination.  |
| <b>EXAMINATION CROSS FILING</b>                       | If you are filing for both the Personnel Selection Consultant I and the Personnel Selection Consultant II, you may file one application. Indicate the title of each examination on the state application (Form STD 678).  |
| <b>HOW TO APPLY</b>                                   | Please submit applications (STD 678) to the address indicated below.<br>Do not submit applications to the California Department of Human Resources (CalHR).   |
| <b>WHERE TO APPLY</b>                                 | <b>Submit State Application (STD 678):</b><br><b>Mail or Hand Deliver to:</b><br>Department of Consumer Affairs<br>Attn: Selection Services (E. Witherspoon)<br>1625 North Market Blvd., Suite N321<br>Sacramento, CA 95834   |
| <b>SPECIAL TESTING ARRANGEMENTS</b>                   | If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the Examination and/or Employment Application. The Selection Services Unit will contact you to make special testing arrangements. Telecommunications Device for the Deaf (TDD) number is 916.322.1700 or 1.800.735.2929.   |
| <b>CONTINUOUS FILING</b>                              | <b>Continuous Filing Exam</b> – Applications are accepted on a continuous basis. Examinations are scheduled as needs warrant.   |
| <b>SALARY RANGE</b>                                   | <b>\$5057 - \$6283 per month</b>  |
| <b>POSITION DESCRIPTION</b>                           | This is the working supervisor level. Supervisory positions at this level typically supervise a small group of analysts or Test Validation and Development Specialists performing journey person level work and personally perform the most difficult or sensitive work. Nonsupervisory positions in this class are typically responsible for multiphase projects of a difficult and sensitive nature that may affect substantial numbers of personnel involving more than one department or agency. Positions exist in Sacramento.   |
| <b>REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION</b> | All applicants must meet the education and/or experience requirements for this examination on the date that they complete and submit their application to the above address.<br><b>NOTE:</b> All applications must include: "to" and "from" dates (month/day/year); time base; civil service class titles, and range (if applicable). Applications received without this information may be rejected. Resumes will not be accepted in lieu of a completed State Application, Form STD 678.  |
| <b>MINIMUM QUALIFICATIONS</b>                         | Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.<br><br><b>Either I</b><br>One year of experience performing the duties of a Test Validation and Development Specialist II in the California state service. (Applicants who have completed six months of the experience requirement as specified above, will be admitted to the examination but they must satisfactorily complete one year of the experience before they can be eligible for appointment.) |

**SEE NEXT PAGE FOR ADDITIONAL INFORMATION**

**MINIMUM  
QUALIFICATIONS  
CONTINUED**

**Or II**

Experience: Three years of increasingly responsible experience in the development and evaluation of measures of human abilities or human performance and statistical analysis of data. (A master's degree in a behavioral science or statistics may be substituted for one year of the experience requirement; a doctoral degree in a behavioral science or statistics may be substituted for two years of the experience requirement.) (Experience in California state service applied toward this requirement must include at least one year of experience in a class comparable in level of responsibility to that of a Test Validation and Development Specialist II.)

**AND**

Education: Equivalent to graduation from college, including or supplemented by courses in statistics and either test and measurements or research methods. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**EXAMINATION  
INFORMATION**

**QUALIFICATIONS APPRAISAL PANEL (QAP) INTERVIEW – WEIGHTED 100%**

This examination will consist of a Qualifications Appraisal Panel (QAP) Interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview.

**Candidates who do not appear for the interview will be disqualified.**

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, regardless of how long it has been since you attained the experience. Supplementary information will be accepted but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

**EXAMINATION  
SCOPE**

**Knowledge:**

1. Principles, procedures, and techniques used in personnel selection and/or occupational licensing-certification research, including research design and experimental methods.
2. Psychological principles, concepts, and theory.
3. Various tests and measurement techniques relating to personnel selection, including aptitude, achievement, and performance tests.
4. Statistics as applied to the quantitative methods in psychology and other social sciences.
5. Ethnic and cultural factors involved in the validation of selection methods.
6. Electronic data processing techniques related to social science research studies.
7. State and departmental equal employment opportunity policies.

**Ability to:**

1. Apply research principles and methods to research problems in personnel selection.
2. Prepare and evaluate research reports.
3. Apply professional knowledge in resolving complex selection problems.
4. Establish and maintain effective relationships with other staff members, public and private agencies, and organizations.
5. Teach research principles and methods to other staff members.
6. Carry out difficult research projects.
7. Do independent and creative thinking.
8. Utilize and apply effectively the required technical knowledge.
9. Interpret and apply pertinent provisions of the Constitution and the Civil Service Act and Personnel Board rules.
10. Maintain cooperative relationships with those contacted in the course of the work.
11. Plan, organize and direct the work of others.
12. Speak and write effectively.
13. Effectively carry out State and departmental equal employment opportunity policies.

**ADDITIONAL  
DESIRABLE  
QUALIFICATIONS**

In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent training and expertise over and above that required under the "Minimum Qualifications". Preferred types of additional training and experience are:

1. A Ph.D. in Industrial Psychology with a dissertation in the field of personnel selection.
2. Public agency personnel selection experience.
3. Experience in the construction and validation of group-administered aptitude and achievement tests.
4. Experience or training in the field of cultural-fair testing, physical agility testing, medical standards, and training program evaluation.

**SEE NEXT PAGE FOR ADDITIONAL INFORMATION**

**ADDITIONAL  
DESIRABLE  
QUALIFICATIONS  
CONTINUED**

5. Research experience and use of electronic data processing equipment.
6. Knowledge of a computer programming language appropriate for the statistical analysis of personnel selection data.
7. Experience which has provided exposure to the selection requirements of a wide range of occupations.

**ELIGIBLE LIST  
INFORMATION**

Names of successful competitors are merged onto a departmental open list established for use by the Department of Consumer Affairs, in order of final scores regardless of testing date. Eligibility expires 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**VETERANS  
PREFERENCE**

Veteran's preference will be added to the final score of those competitors who are successful in this examination and who qualify for and have requested this credit THROUGH the California Department of Human Resources (CaHR). Veterans who have achieved permanent civil service status are not eligible to receive veteran's preference.

**QUESTIONS**

If you have any questions concerning this announcement, please contact the Department of Consumer Affairs, Selection Services Unit, 1625 N. Market Street, Suite N 321, Sacramento, CA 95834, 916.574.8370.

---

**GENERAL INFORMATION**

**The Department of Consumer Affairs reserves** the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**It is the candidate's responsibility** to contact the Department of Consumer Affairs Selection Services Unit at 916.574.8370 three weeks after the final file date if a progress notice is not received.

**Applications are available at** [www.jobs.ca.gov](http://www.jobs.ca.gov).

**If a candidate's notice** of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**If you meet the requirements stated** on this bulletin, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared against predetermined rating criteria. All candidates who pass will be ranked according to their scores.

**Examination Locations:** This examination will be scheduled in Sacramento.

**Employment lists:** Employment lists are established by competitive examination and are used in the following order, regardless of list date: 1) sub divisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) service wide promotional, 5) departmental open, and 6) open. The oldest dated list will be used first. All lists will expire in one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others. Competitors must be in a state of health consistent with the ability to perform the essential functions of the duties assigned to the class. A medical examination may be required. In open examinations, investigation of employment records, personal history, and fingerprinting may be required.

**Veterans' Preference:** Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.